



**Assistant Region Manager, Resource Protection and Services
Olympic Region
Recruitment # 2006-10-1695**

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification	Washington Management Service, Band 2
Type of Position:	This is a permanent position.
Monthly Salary Range:	\$4,501 – \$5,836
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	October 2, 2006
Closing Date:	October 18, 2006
Location:	Olympic Region Office, Forks, WA

POSITION PROFILE

This position is responsible for the following region activities:

Plans, leads, organize and controls the work performed by the Olympic Region Resource and Protection and Services organizational unit. Assures appropriate and optimum use of the organizational unit resources. Develops and maintains effective communications through out the organization. Enhances the effectiveness of all employees in the organizational unit, through timely and effective performance appraisals and providing training and other professional development opportunities, and general overall leadership.

- Develops and implements plans, and ensures resources are available for fire prevention, pre-suppression, and suppression activities to meet division deliverables and region objectives on 1.5 million acres of state public and private lands in the region.
- Ensures that all wildland fires on DNR protected lands in the region are investigated to agency standards, to provide a basis for recovering agency suppression costs. Responsible to initiate and complete cost recovery when appropriate.
- Ensures that silvicultural burning on DNR protected lands is conducted in compliance with state Clean Air Act, DNR's Smoke Management Plan and policies of the department.
- Ensures that all cooperative agreements with other agencies and fire protection districts are negotiated and are current, so that shared resources are available and are used in the most effective and efficient way for wildland fire suppression in the region.
- Ensures that approximately 750 forest practices applications received in the Olympic Region are processed in a timely manner and are in operational field compliance in accordance with state laws, rules and agency guidance, including deliverables.
- Responsible to meet division deliverables for the Forest Stewardship and Small Landowner Assistance programs. This includes coached planning workshops and individual site visits, riparian easement projects and forest fuels reduction projects on state and private lands in the region.
- Responsible for managing Inmate Camp Program in the region (based out of Olympic Correctional Center) to ensure annual forest fire readiness and quality DNR and contracted work projects are appropriately identified and successfully completed.
- Acts as the agency administrator for fire suppression in the absence of the region manager. Acts for the region manager when absent. Collaborates with other Olympic Region assistants to manage general region business and personnel issues.

Collaborates with other RP&S Assistant Region Managers and Assistant Division Managers on development and implementation of program deliverables. Communicates and collaborates with a variety of external stakeholders (representatives of federal, state and

local governments, state and local elected officials; tribes; forest industry; and others). Represents the region on statewide agency committees.

REQUIRED POSITION QUALIFICATIONS

- Skills in oral and written communication.
- Skills in staff month and dollar budget development.
- Skills in assessing training needs
- Skills in agreement and contract negotiations
- Knowledge of forest management objectives, timber management planning and silvicultural principles
- Knowledge of Washington Forest Practices rules, laws and practices and associated agency policies
- Knowledge of logging and forest road construction practices
- Knowledge of Wildland fire prevention and suppression practices and tactics

This level of knowledge and skill is typically achieved with:

- A bachelor's degree or higher in forest or natural resources management; and eight years of professional level experience with a demonstrated progression in leadership responsibilities in the areas of land and resources management, personnel management and wildland fire suppression.

DESIRED POSITION QUALIFICATIONS

- Knowledge in personnel management principles
- Knowledge of agency policies, practices and procedures
- Certificates of completion of course work at the 100- 400 levels of ICS training
- Working on or leading self-directed teams to develop agency policies or procedures.
- Skills in managing complex fire incidents

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must have a valid driver's license and two years of driving experience.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your cover letter how you learned of this opportunity.
- A [DNR Employment Application](#) – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

E-mail (preferred method)

olympicregionjobs@wadnr.gov

Please indicate 2006-10-1695 in the subject line of your e-mail

US Mail

Department of Natural Resources
411 Tillicum Lane
Forks, WA 98331

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions about this position? Please contact Cindy Sanders at 360.374.2812.

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